

# August 2007 Training Opportunities

*For training opportunities, you will need to register through your Agency Training Contact Person (ATCP)*

Mon	Tues	Wed	Thurs	Fri
		<p>1  <b>Information &amp; Records Management</b>            9:00a.m.-1:00p.m.  <i>and</i>  <b>Forms Coordinator Training**</b>            1:00p.m.-4:00p.m.            IN Government Center South, Indianapolis            **Restricted enrollment to Agency Forms Coordinators</p>	<p>2  <b>Situational Leadership**</b>  <b>\$50.00 fee</b>            9:00a.m.-3:30p.m.            LaPorte IN            LaPorte District            INDOT            **Restricted enrollment to supervisor/manager and HR personnel            Registrations open to local state offices.</p>	<p>3</p>
6	7	<p>8  <b>Selection &amp; Interviewing</b>            9:00a.m.-3:00p.m.            IN Government Center South, Indianapolis</p>	<p>9  <b>Developing an Affirmative Action Plan**</b>            9:00a.m.-3:00p.m.            IN Government Center South, Indianapolis            **Restricted enrollment to HR personnel  <b>Situational Leadership**</b>  <b>\$50.00 fee</b>            9:00a.m.-3:30p.m.            Seymour, IN            Seymour District            INDOT            **Restricted enrollment to supervisor/manager and HR personnel            Registrations open to local state offices.</p>	10

13	<b>14</b> <b>Personnel Rules</b> 9:00a.m.-1:00p.m. IN Government Center South, Indianapolis	<b>15</b> <b>Hoosier START</b> 1:00p.m.-2:00p.m. <b>Plan Overview</b> 2:30-3:30p.m. <b>Enrollments</b> IN Government Center South, Indianapolis	<b>16</b> <b>Developing an</b> <b>Affirmative Action</b> <b>Plan for Veteran</b> <b>Writers**</b> 9:00a.m.-3:00p.m. IN Government Center South, Indianapolis <b>**Restricted</b> <b>enrollment to HR</b> <b>personnel</b>	17
20	<b>21</b> <b>Violence in the</b> <b>Workplace</b> 8:30a.m.- 12:30p.m. IN Government Center South, Indianapolis	22	<b>23</b> <b>Pre-Retirement</b> <b>Planning Seminar</b> 8:30a.m.-4:30p.m. IN Government Center South, Indianapolis	24
27	<b>28</b> <b>Workplace</b> <b>Harassment</b> <b>Prevention</b> 9:00a.m.- 12:00p.m. IN Government Center South, Indianapolis <b>Performance</b> <b>Management**</b> Logansport, IN Logansport State Hospital <b>**Restricted</b> <b>enrollment to</b> <b>supervisor/manager</b> <b>and HR personnel</b> <b>Registrations open</b> <b>to local state</b> <b>offices.</b>	29	<b>30</b> <b>Affirmative Action</b> <b>Plan Monitoring</b> <b>Report**</b> 9:00a.m.-12:00p.m. IN Government Center South, Indianapolis <b>**Restricted</b> <b>enrollment to HR</b> <b>personnel</b>	31